

Request For Cobb County Public Records

Pursuant to the Georgia Open Records Act, I would like to ☐ personally inspect (and copy if desired), or obtain copies of (please check one) the following Cobb County public records:

Property Address: _____

Permit #: _____

Date of Completion: _____

Type of Records Needed: ☐ Certificate of Occupancy ☐ Permit ☐ Other: _____

(In order to reduce administrative charges, please provide a detailed description of the records that you are requesting)

Please Check One:

☐ I would like to inspect the records/obtain the copies within three business days of this request if the records are available and are subject to access under the Open Records Act; however, I understand that if the records exist but are not available within three business days of the request, a description of such records together with a timetable for their inspection/release will be provided to me.

OR

☐ I do not need to inspect the records/receive the copies within three business days, but would like to inspect the records/obtain the copies by _____ (insert desired timetable).

I understand that pursuant to Georgia law, O.C.G.A. 50-18-71, a reasonable charge may be collected for search, retrieval, and other direct administrative costs for complying with the request. The hourly charge shall not exceed the salary of the lowest paid full-time employee with the necessary skill and training to perform the request. The charge for copies is generally \$.25 per page unless otherwise provided by law. I agree to pay all copying and/or administrative charges incurred with fulfilling my Open Records request.

If there are any questions about my request, I may be contacted at (____) _____ - _____, or by E-mail at _____. (Please insert daytime telephone number).

Sincerely,

Requester's Signature

Date

Printed Name

Mail to:

Address

Community Development Agency
Development & Inspections Division
191 Lawrence St.
Marietta, GA 30060-1661
770 528-2043

Phone

or
Fax to:
(770) 528-2008

*****COPIES CANNOT BE FAXED, THERE IS A COPY FEE. YOU CAN PICK UP YOUR COPY/COPIES AT OUR OFFICE.**

(Note: law requires records be made available where practicable by electronic means, including internet access, if requested.)